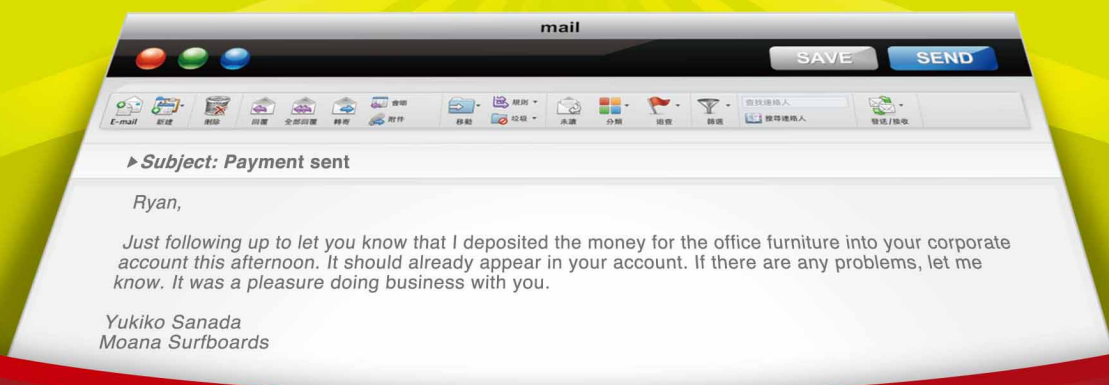


5句話搞定 商務E-mail!

100則電郵範本，隨查即用

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SEND出你的競爭力
10大主題 + 超過400個好用句

- 預約會面
- 合約訂單
- 公告祝賀
- 商務往來
- 客訴處理
- 問候祝福

重要片語 & 句型

- **We are pleased to announce that ...** 很高興通知您～。
- **Everything is in order.** 一切都沒問題。
- **as requested** 依照要求
- **We will keep the second copy for our records.** 另一份則留存本公司。
- **We look forward to a long working relationship together.**
我們很期待能有長期性的合作關係。

20

佳句便利貼

- **Everything appears to be correct.**
一切看來都沒問題。
- **Everyone has signed off on your proposal.**
每個人都簽署了您的提案。
- **We look forward to meeting with you in person next week.**
我們很期待下週與您見面。
- **We think both companies will benefit from this line of products.**
我們認為兩家公司都能因為此商品系列而獲益。
- **We believe this new office design will benefit us mutually.**
我們相信這個新的辦公室設計對雙方都有利。



FAQ 20 敲定生意的關鍵

Question

When can I use “Sir” or “Madam?”

何時該用「Sir」或「Madam」？

Answer

“Sir” and “Madam” are becoming increasingly rare in email messages. But it is possible to use them in certain cases. For example, if you are making first contact by email through a website link and don't know who your message is going to in the company, then you may want to start your email message “Dear Sir or Madam,.” Another time is when you are sending an email message to a group (such as a group of male lawyers). In this case, use the plural sirs, as in “Dear Sirs,.”

在電子郵件中，「Sir」或「Madam」的使用率愈來愈低，但是在某些情況下仍可使用。例如，如果你是透過網站連結首度以 email 與對方聯繫，而不知道信會寄到該公司什麼人的手上時，就可在 email 中以「Dear Sir or Madam,」起頭。另一種情況則是寄 email 給一群人時（例如一群男性律師），這種時候便可用複數的 sirs，如「Dear Sirs,。」